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HOW:

A BOOK OF

Manners and Social Customs.



ROCHESTER, N. Y.

SCRANTON, WETMORE & CO.,

1894.

HOW:

A BOOK OF

MANNERS AND SOCIAL CUSTOMS,

—BY—

C. M. W. AND B. S. P.



"Manners are the shadows of virtues, the momentary display of those qualities which our fellow creatures love and respect."—Sidney Smith.



SCRANTON, WETMORE & Co., PUBLISHERS,

ROCHESTER, N. Y.



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1893.



Preface.



EVERYONE knows what *not* to do, socially. Everyone wishes to know *how* to do all things in a correct manner. It is the unwritten law of our American society with its varying tides, that many people assume conditions at middle age, unlike those of their childhood. For it is true of manners, as well as of language and all other human institutions, that the present, changes old usages.

To attempt to read a large book on etiquette in this busy day and generation, is impossible for

most of us. Recognizing this, it has been the aim of the compiler of this little volume to give in brief resume, the latest rules in regard to the conventional customs of society.

*"For manners are not idle, but the fruit
Of loyal nature, and of noble mind."*





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I

Calls, Cards and Receptions.

* *

“Manners are of more importance than Laws.”—BURKE.

* *

“To the unrefined or the underbred person the visiting card is but a trifling and insignificant bit of paper ; but to the cultured disciple of social law it conveys a subtle and unmistakable intelligence. Its texture, style of engraving, and even the hour of leaving it, combine to place the stranger whose name it bears in a pleasant or disagreeable attitude, even before his manners, conversation and face have been

able to explain his social position. The higher the civilization of a community, the more careful is it to preserve the elegance of its social forms."

It was for a long time the custom to have the initials R. S. V. P., engraved or written on all cards of invitation, but it is now generally understood that the usages of society require that an invitation shall be answered without delay, and that it would be the greatest neglect not to do so; hence, the form of using these initials is unnecessary, and has the appearance of reminding a person of their duty.

A card sent by a messenger or by mail is equivalent to a call. This formal observance is only adhered to in foreign cities, or in our National Capitol, Washington, where personal calls would demand too much time. The yearly call should be made in

person. Cards may be sent by mail when one is leaving town, and has no time for a formal visit.

Social visits are nearly obsolete. All sociability is largely confined to receptions, lunches, five o'clock teas, etc.; that is, the more formal visits. The reason for this is obvious; in our crowded cities and busy life, we have no time for protracted visits as in the olden time.

If one cannot call on the reception days, apologize for calling at another time, perhaps giving as a reason, that so many ladies have the same day, that all cannot be reached.

It is better to have a smaller circle of acquaintances, and have time to enjoy their society.

A first call should be returned within a week. This is a formal acknowledgment of a courteous

attention. If, for any reason the acquaintance cannot be continued, it may be dropped after the first call has been returned. Do not omit that, however.

In making a first call of the season, a lady should leave her own card and that of her husband, and other members of her family if she chooses. The latest authorities agree that the habit of leaving a card for each member of the family has been relegated to that mysterious realm "where our dropped follies sleep." If there is a stranger visiting in a house, this rule does not apply, as a card is always left for a guest ; or, if there are a number of women in a family, two or even three cards may be left, but never more than three.

It is not necessary to call after a reception if one has attended it, or has left or sent a card on that

day. This rule is distinctly given in every authoritative book on social customs, yet, women in small, provincial cities persist in violating it by calling after a reception. Make your call within a week after all formal entertainments, such as dinner-parties, evening wedding receptions, balls, etc. ; but your card given to a servant on entering, at a reception, afternoon tea, or a kettle drum, is enough. It cancels your obligation. These afternoon functions are time-saving devices, as some one has said, worthy of John Stuart Mill himself. If an invited man cannot be present at an afternoon affair, the wife, mother or sister leaves *one* card of her own and *two* of his, where there is a host as well as an hostess.

It is a pleasant custom to have an evening every week to give to one's friends, having a light refresh-

ment served, a cup of chocolate and thin bread and butter, or of coffee and cake.

When it is understood season after season that a lady has a certain evening for her friends, her home becomes a favorite place, where there is little ceremony and where one finds those they wish to meet.

Cards with the names of husband and wife, as "Mr. and Mrs. L. O. Smith," engraved on one card are used as cards of condolence or congratulation, but not as visiting cards.

A lady should always inform her servant if she is not to see visitors, as it is very annoying to be seated in the parlor and then be told that the lady of the house cannot see you.

A gentleman is not expected to call on a lady unless invited to do so. She can do this in a very simple way, as, "I hope we shall see you," or something of that kind.

Never take a gentleman's hat or coat when he calls; allow him to take care of them.

When and where to leave a card is often a vexed question in this day, when sociability is carried on so largely through this medium.

P. P. C. cards are left when one is going out of town for a length of time; they may be sent by mail.

In giving an invitation, if the lady's card who sends the invitation, is enclosed, it is the same as if she had called.

When a young lady first enters society, her card should be left with that of her mother, or her name engraved on the same card with her mother's.

A call should be made, or a card sent within a week after an invitation, whether the invitation is accepted or not.

When a lady has been absent for a length of time, it is proper on her return, to leave cards at the homes of her friends and acquaintances. Every lady should keep a calling list or visiting book.

It is customary, when the birth of a child occurs, to send to friends (enclosed in a small envelope) a tiny card with the name of the child and date of birth engraved upon it. This may be accompanied

by a card, with the name of the parents, as, "Mr. and Mrs. R. Smith," if they choose.

Washington is the only city where new comers call on the residents. In all other cities and towns the residents call on the new comer. Washington people greatly prefer their custom, but the usages of society there cannot, with propriety, be applied to any other city.

Visiting cards should always have the title, whether it be Mr. or Mrs., engraved before the name; men do not always observe this.

It is customary for ladies who have a certain day for receiving their friends, to pass coffee or chocolate with cake, thin bread and butter, or wafers. It is pleasant any time for a lady to have something to

offer a guest ; a glass of lemonade, a cup of bouillon or some confection. Wine is to be shunned. It is more hospitable to offer some refreshment. We do less of this here than in any other country.

If women are to have any time to devote to their favorite pursuit or study—such as music, art, embroidery, painting or writing, or for charitable work, they cannot have the time broken up by promiscuous visiting. So, from necessity, visiting becomes formal. Ladies should never be overdressed in receiving at home.

If a caller is not certain that her hostess knows her name, she should be sure to speak it. Never give your card to a member of the family, even in making a first call. Mention your name if it is unknown, and leave your formal card on the hall

table. The rule is to give your card to a servant, but never to your hostess.

“Miss” should always be engraved on a young lady’s card before her name.

A first visit should never be returned by card, unless the lady is in mourning.

It is no longer good form to turn down the corner of a card. A plain card, engraved, is in the best taste. The name written on the card is allowable, but never use a printed card. The engraved card varies in size, and often in shape, script, and address. In Boston the latest form is to have the address in the left-hand corner, and the reception day, where there is one, in the right. The left-hand corner is the formal place for all addresses in notes of cere-

mony, and it is becoming the law in cards as well. Do not have the city engraved on the card, unless it is for business, or foreign use.

When a gentleman has been invited by a lady to call, he should accept the invitation within a week ; it would be a mark of ill-breeding not to do so. A second call would be optional with him. In some countries in Europe gentlemen call the day following an invitation.

When calling, a man should leave his overcoat, overshoes and umbrella in the hall, but keep his hat and stick with him, in the left hand, or place them upon the floor near his chair. When visiting a house often, he may take the liberty of leaving his hat in the hall.

In calling on a friend who may be visiting where you are unacquainted with the members of the family, never ask for your friend without sending in your card also for the hostess. It is considered especially rude to enter another person's home without recognizing their presence.

Calls of condolence, or of congratulation, should be made in person if possible. Ask for your friend, and send your card in by a servant if you do not expect to enter yourself.





II

On the Street.

* *

"We'll wander thro' the streets and note the quality of the people."

* *

Wherever you are, respect the rights of others, whether on a crowded street, in a car or omnibus, or in a public assembly.

It is ill-bred to be boisterous or loud in any place. Young ladies should not be seen on the street too often; it makes them seem common.

Foreigners have too much reason for thinking that our young girls are bold and familiar and have no dignity.

In meeting people on the street, always take the right; if this is observed no awkward scene will occur.

It is rude to push or jostle against people; always be ready with a "beg pardon," if you accidentally push against another.

Gentlemen should raise the hat to ladies of their acquaintance when they meet on the street, and in the halls and stairways of hotels.

When meeting a gentleman you know, who is accompanied by a lady, the hat should be raised,

whether you know the lady or not. If in a street car or omnibus you pass the fare for a lady, the hat should be raised, and for any little service you may render her. Deference toward women everywhere is a mark of refinement and gentlemanliness.

Introductions should not be hastily given. Introductions on the street may not be taken as formal, and the acquaintance may, or may not, be kept up, just as it is found to be agreeable. Authorities differ as to whether the man or the woman should bow first on meeting after an introduction. Recent custom abroad requires an acknowledgment by either person on meeting, as sometimes one or the other may have forgotten a face, or may be short-sighted, or even absent-minded. Common sense rules tell each one to slightly recognize the other and thus avoid offense or unintentional slight.

A habit of continually gadding abroad, in search of amusement, will give one a restlessness of temper which will be difficult if not impossible to overcome in after years. Never form the habit of carrying to your friends the last bit of scandal or idle gossip.

“Though it be honest, it is never good to bring bad news.” “Let ill tidings tell themselves.”

Quiet dress on the street is in the best taste. The French used to accuse the women of our land of wearing colors that “swore at one another.” But the foreign simplicity and quiet street dressing have been already happily adopted in America by all cultivated women.

Some women have correct taste intuitively. They know without thinking what is pretty and

becoming, while others have no conception of this, and take the word of the modiste as law.

No matter how much money a woman may spend on her dress, if it is not in good taste, she is dowdy and vulgar in appearance. Every one should study what is becoming to *her* style and not adopt a style because it is the fashion, with nothing more to recommend it.

Never dress conspicuously. Avoid being overdressed anywhere. Men have always adhered to better standards in regard to dress, than women. Their business suits are as well adapted as a bird's plumage. No one thinks of meeting a man on a business street in a dress suit. Yet women wear diamonds in the daytime with their street gowns, with misapplied taste. The English rule

for dress coats and full dress in general, is, wait until after six o'clock. Do not wear a low cut gown at an afternoon tea ; save it for evening.

The Princess of Wales, who has unerring taste in all matters of dress, used to appear at London tally-ho parties in a suit of navy-blue cloth. A woman, who has been accustomed to seeing her with her three young daughters from their childhood, has never seen these high-born girls in a silk gown in public. Emerson tells us that "simplicity is elegance." This applies to dress as well as to other things.

Be scrupulously neat in attire. Gloves, ribbons and handkerchiefs should be fresh and of the daintiest sort.

Laces should be confined to the house.

Cultivate cheerfulness at all times. Do not talk about yourself, or your aches, pains, poor servants, or other personal topics. Leave such things to women who have nothing else to talk about. Always be civil and courteous to everyone and be quick to render a favor to the aged and decrepit. "Small service is true service while it lasts."

"If every one would see to his own reformation,
How very easily you might reform a nation."

OLD RHYMES.





III

At Home.

* *
*

**“Winning Ways and habitual courtesy, make their way
to all hearts.”**

* *
*

When people are invited to a house it should be considered proper to speak to any person present without an introduction. People are sometimes over-nice in regard to this, and it amounts to rudeness. It is ill-bred to resent being spoken to because no introduction has taken place, when all are invited

guests. Conversation should be as easy and natural as if their names had been formally spoken.

In introductions, always present the gentleman to the lady. No gentleman should be introduced to a lady without her permission, and no lady should be introduced to another unless they have been asked if it is agreeable.

At a dinner party, the hostess should introduce to the ladies the gentlemen who are to take them to dinner. An invitation to dinner should always be sent by a private messenger. All other invitations and cards may be sent by mail.

An answer to an invitation to dinner must be immediately returned in the same manner it is sent. After a dinner a personal visit should be made within a week.

Because a woman has not a large house, she should not feel that she cannot give luncheons or dinners. A small house, where everything is dainty and in good taste, is often more attractive than the more pretentious. We take, as a matter of course, the large parties and balls of the wealthy, but the select, tastefully arranged luncheon or musicale, in a cozy home, is refreshing and enjoyable, partly from the simplicity and good cheer.

Bring together people of similar tastes and sympathies, and you have the pleasantest sort of company. It is not the display that one can make that pleases people, it is the feeling of good fellowship.

Emerson says: "Fashion is good sense entertaining company; it hates corners, and sharp points of character; hates quarrelsome, egotistical, solitary

and gloomy people; hates whatever can interfere with total blending of parties, while it values all particularities as in the highest degree refreshing, which can consist with good fellowship."

If one is naturally critical and harsh in judgment, he should make great efforts to overcome that disposition.

A cynic is always to be dreaded.

Do not keep all the pleasant things you can say of your friends until they are dead. It cheers many heavy hearts to tell them of their virtues. It need not be flattery.

The Chinese have a proverb that tells us "to be cheerful while we may, for we shall be a long time dead."

The home should be the place for all kind and pleasant sayings.

Do not talk slang. Never talk in a loud and boisterous tone, and on the other hand, do not be dull and without spirit; have a bright way of saying things without being pert.

On entering a room where there is company, commence talking in a spirited way at once. Don't wait for the mood to come, or you will be embarrassed and awkward. Commence just as if you had left the person five minutes before. You need not wait to be seated, one often feels more at ease while standing.

Many people suffer from shyness. Do not think about yourself if you are sensitive and shy; try to keep some one else in mind, or some subject; forget

self; try not to seem nervous; have repose in everything.

Some of the best men and women are bashful and shy. It is simply self-consciousness and very difficult to overcome.

Mingle more in society; nothing cures shyness so quickly as meeting people in society. You cannot reason self-consciousness away, no matter how wise you are. To mingle with people at dinners, luncheons, indeed everywhere, is the way to best effect a cure. Avoid being solitary.

Hawthorne knew what a shy, sensitive person can suffer; he never overcame the dread of meeting people, and would do anything to avoid seeing strangers. By not overcoming this while young, he suffered all his life.

Those who are awkward and timid should remember that some of our first men have suffered a great part of their lives from this.

Try to be courteous and pleasant to all. Avoid extremes; be neither too cold and formal on the one hand, nor too effusive and familiar on the other.

The foundation and root of politeness is "doing to others as you would be done by."

It is a sign of ill-breeding to be indifferent, or to have a want of consideration for the feelings of others.

The habitual use of courtesy will oil the wheels of life for you.

Examine every part of your conduct toward others, by supposing an exchange of places. "Good

manners are the expressions of benevolence, in personal intercourse." Always try to promote the comfort and enjoyment of others.

The manners and habits of parents are, to a great extent, transmitted to children.

We should never think it is of little consequence how we behave at home, if we are only polite elsewhere. Persons who are careless and ill-bred at home may imagine they can assume good manners when in society, but it is a mistake. Fixed habits of tone, manner and language, cannot be so suddenly changed.

Precedence should always be given to the older members of the family.

Children should be required to offer their parents and superiors in age or station the easy chair, the

warm corner, and always with a respectful manner. This respectful deference to parents has become nearly obsolete. It is to be deplored that it should be one of the lost arts.

Courtesy toward parents should be carefully cherished; the tone and manner should indicate respect. None so ready as young children to assume airs of equality.

Every act of kindness and attention should be acknowledged. If one is obliged to step before another, ask their pardon.—

Do not notice personal defects. Never allude to the faults of others or the faults of their friends.

Never speak disparagingly of the sect or party to which a person belongs.

It is ill-bred to be inattentive when a person is talking to you. Never contradict; if you think differently express it kindly. Never be dogmatical.

Avoid all personal habits in public, such as the use of the handkerchief, the tooth-pick, or the fingers for a comb, etc. Remember that there is a place for all things, and attend to such personal matters in privacy. This was taught by the old-fashioned New England mothers, who passed the children in review each morning, with such questions as: "Have you attended to your teeth, your ears and your nostrils, my dear? If not, you can retire and do so."

On the other hand, to bear patiently with defects in manners, and to make allowance for want of advantages, is one mark of good breeding.

Never refer to your own trials and afflictions. Talk to others of their own affairs, and they will like you better if you are interested in what belongs to them.

Never interrupt a person while talking, no matter how important what you have to say may be.

• If there is anything you can do to contribute to the pleasure of the company you are in, do not refuse. If asked to sing, or play, or read, do it cheerfully, if in your power. If it is impossible, refuse politely, but decidedly. Do not hesitate and after being repeatedly urged, comply.

It is not good form to urge people after they have refused.

If you are relating an anecdote, don't give all particulars and be tiresome; get to the point. You

can take the pith out of any story by going into all the details.

In general conversation, go from one subject to another with ease and rapidity. Some people have a habit of sticking to a subject, until it is threadbare.

It is very bad taste to be captious, fault-finding, and suspicious.

If one tries to be pleased, he will find much to please him.

It is said, and with much truth, that *correct manners* will go for more in society than education or wealth.

True refinement shows itself in the small courtesies of life, and is quick to acknowledge all civilities.

Emerson says: "Sterling fashion understands itself; good breeding and personal superiority, of whatever country, readily fraternize with those of every other. Good sense, character and strong will are her ministers. Deference to riches or to position forfeits all privilege of nobility in her ranks."

Ruskin says, that "Wherever we find premeditated rudeness, there will be found either low birth or some defect in early training, with that coarseness of nature which breeds vulgarity. It is impossible for a true gentleman to be habitually rude."





IV

At the Table.

* *

“Cleopatra is said to have owed her empire over Cæsar, as much to her suppers as to her beauty.”

* *

“The straight way to a man’s heart is through his stomach.”

“Manners make the man,” said Lord Chesterfield, and no where can good-breeding so readily be seen as at the table.

Mothers cannot commence too young to train their children in table manners.

Confucius says that each one should conduct himself at his own table as though it were that of his king, or he will never be at ease in a palace.

Eat slowly, and with the mouth closed. Use the napkin carefully, and place it partly unfolded upon the lap. A man lays it across the left knee.

Modern table manners tell us to leave the knife and fork on the plate when passing it at an informal dinner for a second helping. Fewer things are served on the plate than formerly, and it is no longer considered good form to hold a knife and fork in your hand when waiting to be served, as a dexterous carver can avoid displacing them. An American woman who has dined in many foreign lands says she never once saw this provincial custom observed abroad.

Crackers or bread should not be broken into the soup; break off bits and put into the mouth.

Vegetables should never be eaten with a spoon when a fork can be used.

English people serve strawberries with the stems on; they are taken in the fingers, and dipped into sugar and eaten.

It is not an easy thing to eat an orange gracefully. Some make or cut a place at the stem and eat the juice with a spoon; others peel and quarter them or divide them as they naturally grow.

Always eat grapes behind the hand, so as to catch stones and skins without being seen.

Menu cards are not used at luncheons. Conversation should be a part of table manners.

The modern dinner has become quite a formidable affair for the ordinary housewife.

Dinner parties given on Sunday are not considered good form in the best society, says "Sensible Etiquette." When a friend or two are invited to dine on Sunday it is an informal way.

Well-trained servants are a necessity, if the hostess is to have any ease of mind. When a lady is sure that her servants can go through with course after course, quietly and orderly, without a mistake, she can enjoy her guests.

If any accident happens in connection with the table service, do not as hostess notice it by the slightest look. It mars the equanimity of both servants and guests, and renders the former more nervous. Remember the poet's injunction then, and

“be mistress of yourself though china fall.” If it is a guest who commits an error be equally blind. One of the very pleasantest things ever told of the Prince of Wales is related by a guest at a state dinner, where the Prince was host. A foreign attache poured his coffee into his saucer, and was covered with confusion upon observing the smiles of some of the guests about him. The Prince quietly poured out his own coffee and drank it from his saucer, continuing his conversation as usual, and never once glancing at the perplexed young officer.

No lady should undertake more than she can carry out well. Never invite more than you can make comfortable. A crowded table is uncomfortable in the extreme. Unless too great display is undertaken, one servant, well trained, can wait on a table of ten.

Invitations to dinner should be given a week or fortnight before, and they should be accepted or declined immediately.

Cards should be placed in the hall with the names of the gentlemen and the ladies they are to take to dinner. If not acquainted, ask the hostess for an introduction.

Dinner tables have become works of art. The beautiful hand-painted china in endless variety of shapes; the glass, the silver, the wax candles in silver candelabra; the mirrors in the centre to reflect the choicest flowers; the favors in bewildering form and beauty, all contribute to make it a fairy scene.

The custom of serving from the sideboard, *a la Russe*, is becoming more general. In this case only

the knives, forks and spoons for each course are laid with it. The oyster fork is often served across the dish. When dinners are served in courses from the table, all table utensils should be laid on the right and left, never across the table. "Thank heaven that I have reached my last fork," whispered a gentleman nervously to his neighbor at a fashionable dinner party. Be sure not to take the wrong fork or spoon.

On a side-table should be placed the finger-bowls with a plate and doyley for each. The cups and saucers should be on this table also.

Servants should always go to the left of the guest, so that the dish may be taken with the right hand.

Oysters on the half-shell or on oyster plates are served first. Then soup and fish. Roasts and game are followed by the salad, with or without cheese; then comes the dessert, after which the plate with doyley and finger-bowl is placed before every one.

Preserved ginger is very nice for a course before coffee, and after fruit. Black coffee in small cups is the last course.

The hostess rises, which is a sign for all to do so; if gentlemen remain they are seated again when the ladies repair to the drawing-room.

Favors in endless variety are given at dinner; fabulous prices are sometimes paid for them; baskets of elegant flowers, reticules of French confec-

tions, etc., are used for both luncheon and dinner as favors. Fans, bags, toys, painted ribbons, painted cards, everything either simple or elaborate. Ladies often paint their own favors.

Ladies living in the country should not attempt dinners as elaborate as those in town, for they have not, and cannot obtain, the appliances for doing this. More simplicity is expected in the country, but there are many accessories that will make any dinner or any meal attractive.

In the first place, the dining-room should be cheerful—the windows wide open to enjoy the sunshine and the landscape.

Hard wood floors are preferable to carpets, and rugs scattered about are a great addition.

Damask as pure as snow is preferred for the table on all occasions. The colored cloth, emblematic of the boarding-house, has had its day.

Always have flowers on the table *if possible*. Wild flowers are pretty, and very suggestive of sunshine and pure air.

The flower garden affords an endless variety, and they last into the fall. The gay annuals are at their best late in the season. The brilliant nasturtium is in its glory until frost comes.

The vegetable garden is a never-ending source of pleasure to the ingenious housewife. Numberless varieties of salads, so delicious in warm weather, may be made with the fresh crisp lettuce; the ripe tomatoes, and the sweet peas, green corn and cauliflower tempt the most delicate appetite.

Fruit and melons should be used freely.

Sweet cream can be used in making custards, charlottes, whipped cream and ice cream. All are delicate and delightful deserts, and if life in the country is not Paradise, it certainly affords the Ambrosia.

Platter tray cloths and embroidered doylies take the place of table mats. These are made in a variety of ways. A piece of heavy linen may be fringed or hem-stitched on the edge, and a pretty design stamped for etching. Or, heavier ones can be found at the stores with designs already stamped on them.

Napkins should be thoroughly aired. The damp, greasy napkin, so often found at hotels, will take away the appetite of any delicate person. Never fold a napkin at a dinner party.

“The napkin has played famous parts in the fortunes of men and women. It was one of the points admired in Marie Stuart, that, thanks to her exquisite breeding in the Court of Marie de Medici, her table was more imposing than the full Court of her great rival and executioner, Elizabeth. At the table of the latter the rudest forms were maintained, the dishes were served on the table, and the great queen helped herself to the platter without fork or spoon, a page standing behind her with a silver ewer to bathe her fingers after she had taken the flesh from the roasts.”

“At the Court of the Empire, Eugenie was excessively fastidious. The use of a napkin and the manner of eating an egg made or ruined the career of a guest. The great critic, Saint Beuve, was disgraced, and left off the visiting list, because, at a

breakfast with the Emperor and Empress at the Tuileries, he carelessly opened his napkin and spread it over his knees, and cut his egg in two in the middle. The court etiquette prescribed that the half-folded napkin should lie on the left knee, to be used in the least obtrusive manner in touching the lips, and the egg was to be merely broken on the larger end with the edge of the spoon and drained with its tip."—From "SENSIBLE ETIQUETTE."

Dishes garnished with capers, water cresses, or parsley, are very attractive, and a plain dish of hashed meat or potatoes, garnished with hard boiled eggs and parsely, is very tempting. A little care and taste adds much to a plain meal.

What to eat with the fork: All vegetables except asparagus; croquettes, patties and salads; fish,

oysters, and shellfish if devilled or scalloped; all "made dishes;" pastry and cake with soft fillings; all soft, moist cheese; lettuce with mayonnaise dressing.

What to eat with the fingers: Radishes, olives, salted almonds, pickles and asparagus; lettuce served with salt; strawberries with the hulls on; peaches, pears, plums and apricots, peeled and eaten in quarters; muffins, toast, small cakes and all hard cheese.

Lump sugar is often taken with the fingers to prevent falling with a splash from the sugar-tongs.

It is equally condemned and advocated as to whether one can with propriety take the wings and legs of birds in the fingers. At all recent fashionable luncheons it has repeatedly been done.

Servants should always be neat and tidy in appearance. Neatness is a great virtue in them. Long white aprons and white caps should be worn by the housemaid.

Always require the servant to answer the bell at once. Nothing is more annoying than to be kept waiting at the door while the servant takes her time.

Be kind, but not familiar, with servants. Teach them to move quietly about—to wear light shoes. The adage that used to be applied to children should apply to them—"servants should be seen and not heard." Neatness and good manners are essential to their efficiency.



V

Weddings.

* *

“Unless you can swear, for life, for death,
Oh, fear to call it loving.”

—MRS. BROWNING.

* *

“A love affair must either be sober earnest, or contemptible nonsense; it must be a thing with which you have no business at all, or it must be the most serious business of your life.”

An engagement of marriage should be announced soon after its consummation. This may be done in different ways. Sometimes a party is given by the

mother of the young lady, when congratulations are in order; or the family conveys the news to a few intimate friends, and it is then soon known. It is customary for the mother of the groom to invite the bride-elect and her family to a dinner soon after the announcement.

More latitude is allowed in this country than in England between a newly engaged couple. There no young lady is permitted to ride alone with her fiance, nor attend any public entertainment without a chaperon.

In our best society the English etiquette is observed to a wide extent, but always with the slight modification that marks our transplanted American manners.

Young ladies should remember that gentlemen respect those who are particular not to allow expense to be incurred for them too often, or in too large an amount.

About three weeks before the wedding a young lady should leave her card at the homes of her acquaintances; a call is not expected.

Wedding cards should be sent about two weeks before the wedding; the style of invitations vary with the fashions of the day.

Day weddings are nearly the same as evening weddings, only the dress suit must be omitted in the day time.

A morning wedding, where only the personal friends of the family are invited, is often preferred to the public display of large weddings.

The making of wedding presents has come to be an expensive and often a burdensome affair. The extravagant display is not in the best taste, and is often omitted altogether in the most exclusive circles, the intimate friends only being admitted to a "private view."

Presents may be elegant and costly, or simple and unpretentious. Gifts which are the work of a friend, as paintings, embroidery, etc., are often valued more highly than those purchased, because it shows personal work and interest of the friend.

Presents are sent weeks before the time of the wedding, and are generally sent from the place where they are purchased, with the giver's card.

The young lady should always acknowledge these gifts with a pretty note of thanks. By over.

looking this, friends have sometimes been made enemies.

The English custom of the bridal couple going away in their own carriage is followed to a certain extent in this country of late. Instead of taking the train for the bridal tour in their own city or town, it is becoming quite fashionable to drive to some distant railway station, a half day's ride or more, to take the train.

To bring good luck, there is an old custom of sending a shower of slippers and rice after the bridal couple as they leave, and if the carriage is hit it is an omen of good.

The bridal tour may be dispensed with now without being considered peculiar. Some fashionable

people stay away only two or three days and then appear in society.

It is customary for either the bride or groom to give presents to the bridesmaids, and also to each usher.

It will be a relief to many a sensitive young lady to know that the old custom of every one kissing the bride is obsolete. It should have been long ago. Only near relatives are expected to do this.

A day should be set for the bride to receive her friends. No refreshments are required, but it is more hospitable to pass tea and cake, chocolate or bouillon. These may be passed to guests while they are chatting, by a waitress, or by one of the family. This custom is a pleasant one for any lady who has a certain day for receiving.

The author of "Sensible Etiquette" says: "After marriage, both husband and wife should remember that it is in home companionship that deference is most needed to lift the dullness out of our lives, and send the light of poetry into the heaviness of little cares; that in the home circle the forms of courtesy are by far the most precious, filling the atmosphere of daily existence with their fragrance."





VI

Guests.

* *

"An agreeable, gentle, and courteous manner is a fortune."

* *

The English are acknowledged to be the best hosts in the world. They understand how to let a guest alone.

When they invite guests for a week or more they name the day and hour they shall come, and also the time when they are expected to leave. This is a point that should be well guarded. The host or

hostess may have reasons which they cannot explain, why their guests should not prolong their visit, and to remain beyond the time for which one is invited is a great mark of ill-breeding.

The host should tell his guest in the morning what pleasures he may enjoy during the day—riding, driving, or whatever it may be—and leave him to walk or ride, or do nothing, as he pleases, expecting to meet him at dinner.

The guest is not neglected, neither is he overwhelmed with constant and unremitting attentions. Such liberty is charming.

The truest hospitality, is to give the guest the freedom of doing what he pleases.

Do not appear to be entertaining him. Perform your every-day duties as usual, after providing for his comfort.

The guest should be strictly punctual at meals, for the drive—everywhere. “Punctuality is the politeness of kings.”

If a guest is invited where the hostess is not acquainted, it is proper for him to go alone, but be sure to give the hostess due notice, so that her plans will not be disarranged.

The guest should be allowed to refuse invitations to visit with the hostess, when he is not acquainted.

Visiting may be the most laborious work one can do. To feel obliged to keep up conversation con-

tinually, from morning until night, for days or weeks, is more than the nervous organization of the present generation can endure.

The most agreeable hospitality is that which puts the guest entirely at ease. This can never be the case when the guest sees that the order of family arrangement is essentially altered, and that time, comfort and convenience are sacrificed for his accommodation.

A guest should be given perfect freedom to act his own pleasure. All have not the same tastes. On the other hand, it is rudeness on the part of the guest not to seem pleased with whatever is provided for his entertainment, and he should enter into every pleasure with zest. Use tact in all things; it will often serve you better than talent.



VII

Lawn Parties and Flowers.

* *
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“There’s Rosemary, that’s for remembrance ;
And pansies, that’s for thoughts.”

* *
*

Given, a fine day, a green lawn, shade trees, flowers, and something to eat, and an out-door-party is sure to be a success. Who does not enjoy the pure air and bright sunshine, with a fine landscape before him ?

A larger number can be invited to a lawn or garden party than could be accommodated in the house,

and there is much more freedom. The guests should be received out of doors, but ladies may go into the house to take off their wraps, where a maid should be in attendance. It is well to have rugs placed around on the lawn for delicate persons. Tents should be erected, and refreshments may there be served.

All sorts of out-of-door games should be provided for guests, and a platform for dancing built. A band of music adds much to the spirit of a party. This is not a necessity, as there are so many games that dancing may be omitted. Lawn-tennis has popularized lawn parties in a great degree.

When the refreshment is to be served out of doors, cold dishes only should be used. Of these there is a great variety, salads of all kinds, cold meats, jellies, ices, charlottes, cakes.

Small tables and camp chairs should be placed at intervals about the grounds. If serving the supper out of doors, requires too great an outlay of time and trouble, it can be served in the house.

Potted plants and flowers may be scattered everywhere in profusion. The more the better.

A lawn party is a beautiful spectacle on a bright summer day, and is thoroughly enjoyed by young and old. They are every year becoming more fashionable.

FLOWERS.

Flowers are now used in the most lavish way at all entertainments.

At dinners and luncheons baskets of flowers are set on oval or round mirrors on the table; bouquets

tied with handsome ribbon are placed for each lady, or a basket of roses or rosebuds, or of any flower, is given each lady.

The fashion of using flowers in profusion on every occasion is growing yearly. They are put to many new uses, such as sending them as valentines, as Easter gifts, and as favors of all kinds. One variety for all the bouquets and floral ornaments on the table is very effective.

For a dinner, study the taste and character of each guest, and place at the side of each lady's plate a large bouquet, tied with ribbon, of the flower that is particularly appropriate to her character, such as tulips, for a gay, handsome matron; lilies of the val-

ley for a quiet, sweet little woman ; Jacqueminots, with leaves and long stems, for a fun-loving brunette, and so on, adapting the flower to the individual. It affords entertainment and much merriment.

Bouquets carried by brides and bridesmaids are very large.





VIII

Débuts.

* *
*

In everything that is done, no matter how trivial, there is a right and a wrong way of doing it. The writing of a note or letter ; the wording of a regret ; the prompt or the delayed answering of an invitation ; the manner of a salutation ; the neglect of a required attention—all betray to the well-bred the degree or the absence of good breeding.—From the French of Müller.

A young lady makes her *début* in society when she has finished her school days and is sufficiently educated in the accomplishments of cultivated

society. It is generally between the ages of eighteen and twenty, although many prefer to remain in school still later. If there are older sisters, the younger are often kept back for a longer time. At this time a "coming out party" is given by the mother or some friend, for the young lady.

When the guests are received the young lady stands at the left of the mother; congratulations are offered her; if there are no brothers, the father escorts her to supper; the mother coming last with some distinguished gentleman present. Calls should be made within a week, when the young lady receives with her mother. It is a pretty custom to send flowers on the day of her first appearance. During the first season she is not expected to receive gentlemen visitors without a chaperon, although she has "entered society."

Young girls sometimes look forward to this event with longing. It is said "the lad seldom longs for society, but the lass craves it the moment that she feels a stir of self consciousness."

Before the debut of a young girl, she should not attend parties of older people, even when they are given by her mother.

A young girl should not be seen in society at all before her debut. There are two good reasons for this: Her time is supposed to be wholly taken up in pursuing studies that shall fit her for the varied requirements of life, and also when a young lady is often seen in public the freshness and bloom, so fascinating to every one, is gone in a measure, and when she does appear in society there is little novelty about it. Young women should make a note of this.

No formality is looked for on a young man's entering society. His coming is more gradual; he is the escort of the mother or sister long before he cares for it himself.

When a young man has returned from college or traveling, his mother or sister should leave his card with theirs, to insure invitations for him.





IX

Chaperons.

* *

“Who can direct, where all pretend to know.”

—GOLDSMITH.

* *

“There is no civilized country in the world where so much license is permitted in the intercourse of young men and women as in the United States. It gives the foreigner traveling here a singular idea of American morality, and leads him to think that if he had seen young men and women acting toward each other in France as he had seen young

Americans doing, he would reach a conclusion unfavorable to the purity of their relations."—Chaperons for the Girls, by Rhodes.

A chaperon is considered a necessity in English society. A mother is naturally the chaperon of her daughter, but she cannot always be at liberty to go with her.

A chaperon should be a woman accustomed to the usages of good society, and old enough to be the mother of young ladies under her charge.

The practice of a party of young ladies and gentlemen going off for a pleasure excursion, for a day or longer, under the care of a chaperon who is nearly their own age, but who may be married, is a pernicious one. She goes merely to make the party

respectable and never sees any violations of propriety. Foreigners form the worst judgment of American young ladies, as sometimes seen in these parties.

It is generally felt that a chaperon of suitable age, is indispensable to the respectability of a party of young ladies and gentlemen, or that a young lady who is careful of her reputation will not appear in public without such an attendant.

An agreeable, intelligent woman who knows the ways of polite society, is fitted to be the best friend a young girl may have.

We do not say that all young ladies need a chaperon. There are many who travel every summer

unprotected, but who never receive the least incivility. This care does not indicate that these young ladies need watching, but it improves the general tone of society and gives no occasion for malicious gossip.

A sad incident recently led to a scathing article on the duties of chaperons. A young girl from a distant city visited the seashore with a married chaperon. She was allowed to go on an evening sailing excursion with a college student. An empty boat that drifted ashore after a sudden storm was the only trace ever found of the pair. The chaperon should have firmness and discretion, and, above all, should be well chosen, or not at all.



X

Ladies' Luncheon Parties.

* *
*

“Sit down, and feed, and welcome to our table.”

—AS YOU LIKE IT.

* *
*

The custom of giving luncheon parties for ladies has become very general. It is a pleasant and convenient way of paying visits, and seems to be an accepted form in social life. This custom, together with the day reception, excludes gentlemen from society in a degree, many of whom most willingly accept any release from social duties of this nature, and gladly relegate to their wives and sisters this pleasure, reserving the dinner party or evening reception for fulfilling their social obligations.

The following menu for a lunch party comes within the ability of an ordinary cook, and although not as elaborate as some, it has enough variety and display to suit the taste of the average American housewife:

MENU.

Bouillon.

Raw Oysters with Lemon, on Oyster plates.

Flake Crackers.

Sweet-breads.

French Peas.

Currant Jelly.

Thin slices Bread and Butter.

Mayonnaise Chicken with Mushrooms.

Saratoga Chips.

Biscuit.

Coffee.

Shrimp Salad.

Crackers.

Cheese.

Ice Cream.

Pound Cake.

Preserved Ginger.

Fruit.

If too great a number of courses are served the guests are kept too long at the table, and the preparation involves so large an expenditure of time and labor that women shrink from undertaking it. The idea that largely prevails at the present day, that one cannot entertain without entering into all kinds of extravagance, debars many from society who have the gift of entertaining, and who would gladly do so were it not made burdensome.

Luncheons are served *a la Russe*. Twelve is a good number for a lunch party. If all are seated at one table, the hostess should sit at the end to pour the tea and coffee, and one of the family, or a friend opposite, to serve such dishes as are placed before her. When it is desirable to invite a larger number, small tables may be arranged in the dining-room and those adjoining, where guests may be

seated. Lunch should be served in nearly the same manner as dinner *a la Russe*, but less formality is expected. Everything about the table should be dainty. The waitress passes each dish of a course to the left of the guest. The table is arranged the same as for dinner—flowers in the center, and bouquets or favors for each guest. Also a card bearing the name should be placed at each plate, together with knives, forks and spoons for the several courses. Ladies find their seats from the cards placed upon the table. With the last course finger bowls, with plates and doyleys, are placed for each guest. When fruit is finished, dip the fingers in the water and wipe them on the napkin. The hostess rises, which is a sign for all to do so.

An hour and a half or two hours should be the limit of time at table. Ladies wear the same toilet

as at a day reception. Street costumes are much worn on these occasions.

It adds pleasure and zest when the luncheon is given in honor of some friend, or "to meet" a distinguished stranger, an author, or musician, and helps to decide who shall be invited, as it is most desirable to bring together women of similar tastes.





XI

Rules and Maxims.

* *

Always learn to think and act for yourself. "Learn to say no; it will be of more service to you than to be able to read Latin."

* *

Men should keep their eyes wide open before marriage, and half shut afterward. —M^{LLE}. SCUDERI.

A man is, in general, better pleased when he has a good dinner upon his table, than when his wife speaks Greek.

—SAM JOHNSON.

Johnson was right. Although some men adore

Wisdom in women, and with wisdom cram her,
There isn't one in ten but thinks far more

Of his own grub than of his spouse's grammar.

—JOHN G. SAXE.

Man is continually saying to woman, "Why are you not more wise?" Woman is continually saying to man, "Why are you not more loving?" Unless each is both wise and loving there can be no real growth.

—THOREAU.

A house is no home unless it contains food and fire for the mind as well as the body.

MARGARET FULLER.

Be a good listener. To appear interested in the conversation of others is a mark of good breeding. "There is something better than the gift of tongue; it is the gift of holding the tongue."

"Cheerfulness is the bright weather of the heart." Pleasant, cheerful conversation should be the rule at the table. It is a breach of good breeding for one member of the family to sit down to the table and silently read the daily paper.

Never show impatience. Always defend the absent person as far as truth will admit.

“Self-denial is the secret of true politeness.”

Always keep the brightest part of the house for the family rooms.

Never quite live up to your income.

Do not anticipate trouble and worry about what may never happen. Keep in the sunlight.

Julian Hawthorne says, “The test of a man is not whether he can govern a kingdom single-handed, but whether his private life is tender and beneficent, and his wife and children happy.

To be thoroughly English is the fashion now-a-days, but the English rules for politeness in many things cannot be adopted by us as a nation. We are a cosmopolitan people, and must be a little more

liberal in our ideas of decorum, considering the great variety of nationalities among us. This growing fondness for everything that is English, "you know," may help us in certain directions, but good sense should teach us that rules of "etiquette" cannot be the same where, for generations, the style of living has been so widely different.

"If manners are the outward exhibition of benevolence, the facts show that when the most aristocratic nation in the world is compared, as to manners, with the most democratic, the judgment of strangers is in favor of the latter."

The manners of England, or France, or Germany alone, would not be suitable for our country; we may have a little of each—say the best from each

—to make up the grand total for our free America, where people of all climes and tongues, come to make their homes.

“The records of the courts of France and Germany, in and succeeding the brilliant reign of Louis XIV—a period which was deemed the acme of elegance and refinement—exhibits a grossness, a vulgarity, and a coarseness not to be found among the lowest of our respectable poor.”





XII

Letter Writing.

* *

**“Know what’s right ; not only so,
But always practice what you know.”**

* *

It is said that the handwriting indicates character; therefore write an open, plain hand, without flourishes. Above all, spell correctly. Use black ink. Never send a slovenly-written note to any one; take time to write neatly and plainly. Never use ruled paper for a letter or note if possible. Choice quality in paper and envelopes, indicates refinement.

Never use numerals, as 1, 2, 3, but write out—one, two, three. Use sealing wax when convenient; it is more elegant than to moisten the envelope when sealing a letter. Letter paper often has the address nicely printed at the top of the page; it has a neat appearance and is good style.

Always acknowledge by note any courtesy or kindness. Exchanging notes on business or pleasure is a good custom, as much valuable time can be saved by so doing in a city of distances.

It is a fine accomplishment to be able to express one's self gracefully in a note or letter. It is largely a gift, but may be acquired by careful practice.

Notes of sympathy to bereaved friends should be sent at once, with flowers if you choose. Do not expect answers. After a time such notes may be

answered or not. It is a delicate matter to write letters of this character. The commonplace expressions of condolence are not what one wants; honest sympathy is what is needed. Better write cheerfully of what remains for a friend to do than dwell in a harrowing way over their affliction.

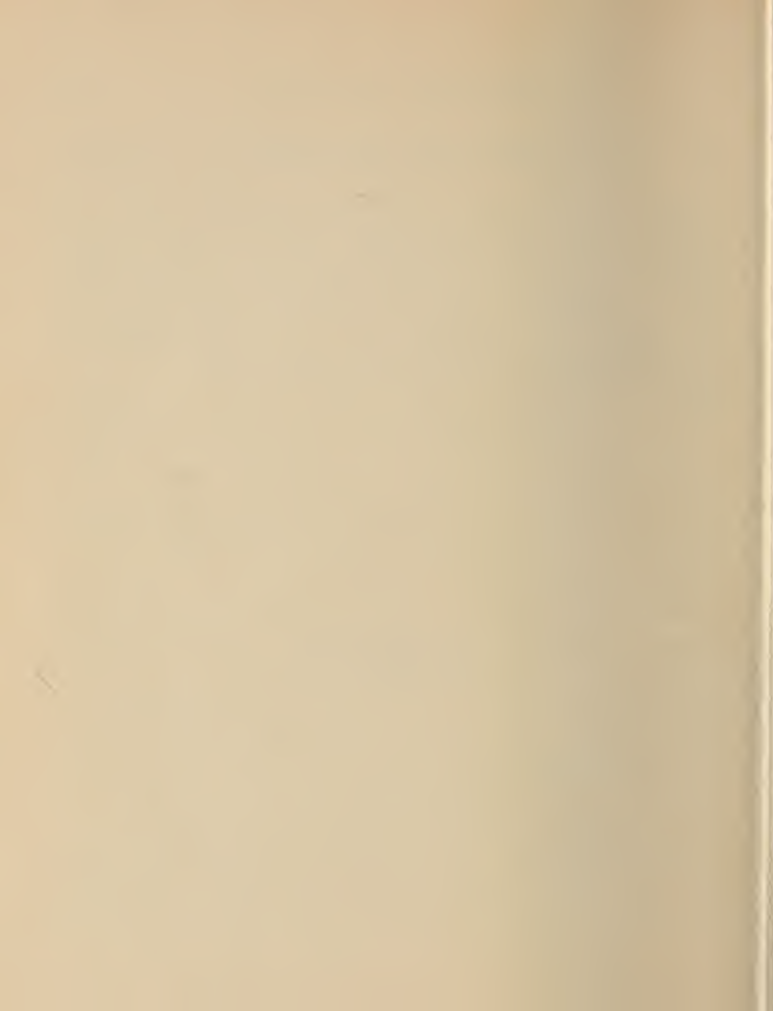
When answering an invitation, it should always be in the third person, as "Mr. and Mrs. Smith accept with pleasure the kind invitation of Mr. and Mrs. Brown.

Nothing marks the fine distinction between conventional and unconventional models more completely than the signature of a note or letter. When writing in the third person, of course use Miss, or Mrs., as a prefix. A woman's name, as it is legally written, never includes either. Sign your full name

in notes or letters written in the first person, and, if writing to a stranger, write out your formal address in full at the bottom of the page, enclosed in a parenthesis. It is also conventional to enclose your engraved visiting card, which is the most formal representative of your personality, when you desire to send your address, in every instance, except in a strictly business letter, where, of course, it would be out of place. In a formal note, invitation, or reply, the place, the time, or both, are given at the lower left-hand corner. The year is commonly omitted. The position of these details indicates the difference between the formal and informal note. It is in much better taste for a young girl to use the third person in most cases. No man who respects etiquette can find fault with her for doing so. The delicacy in a girl's life is like the bloom on the peach. Do not

give your signature to careless masculine hands to be paraded about. A note in the third person is incapable of misconstruction. It is a fine compliment to a man to show him that you consider him no stranger to etiquette, and a delicate reserve is appreciated by all true men of the world.







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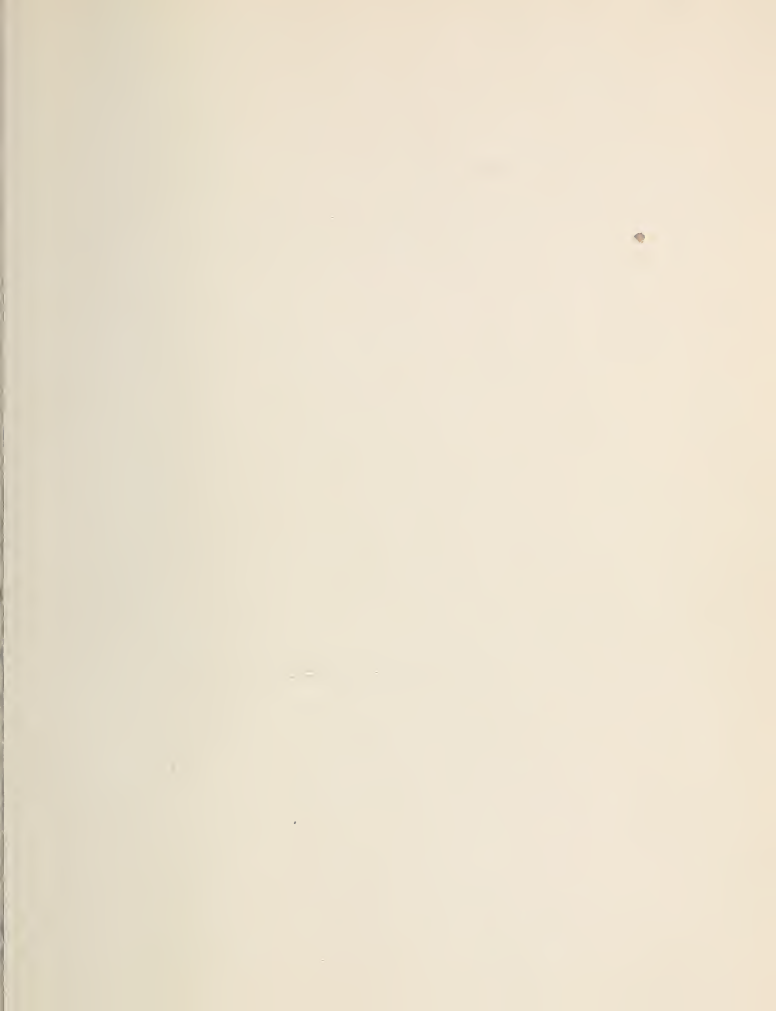


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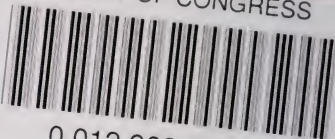
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